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## WILDERNESS MOUNTAIN WATER SERVICE COMMISSION

Notice of Meeting on **Monday, November 21, 2022 at 9:30 a.m.**

Goldstream Conference Room, 479 Island Highway, Victoria, BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

D. Pepino (Chair)

L. Cutler (Vice Chair)

A. Wickheim, Electoral  
Area Director

M. Lechowicz

### AGENDA

#### 1. APPROVAL OF AGENDA

#### 2. ADOPTION OF MINUTES .....3

*Recommendation: That the minutes of the June 28, 2022 meeting be adopted.*

#### 3. CHAIR'S REMARKS

#### 4. PRESENTATIONS/DELEGATIONS

*The public are welcome to attend Commission meetings in-person.*

*Delegations will have the option to participate electronically. Please complete the [online](#) application for "Addressing the Board" on our website and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the Wilderness Mountain Water Service Commission at [iwsadministration@crd.bc.ca](mailto:iwsadministration@crd.bc.ca).*

*Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.*

#### 5. SENIOR MANAGER'S REPORT

#### 6. COMMISSION BUSINESS

##### 6.1. Project and Operations Update .....7

*There is no recommendation. This report is for information only.*

##### 6.2. 2023 Operating and Capital Budget .....9

*Recommendation: That the Wilderness Mountain Water Service Commission:*

1. *Approve the 2023 operating and capital budget as presented and that the 2022 actual operating surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF).*
2. *Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Wilderness Mountain Water Service as presented.*

*To ensure quorum, advise **Mikayla Risvold 250.474.9518** if you cannot attend.*

**Wilderness Mountain Water Service Commission  
Agenda – November 21, 2022**

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**7. CORRESPONDENCE**

**7.1. WMWSC - June 28 Meeting Follow-up**

**8. ADJOURNMENT**

**Next Meeting:** At the call of the Chair



Making a difference...together

**MINUTES OF A MEETING OF THE Wilderness Mountain Water Service Commission, held Tuesday, June 28, 2022 at 1 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Commissioners:** D. Pepino (Chair); L. Cutler (Vice Chair); M. Hicks (Electoral Area Director); M. Lechowicz

**Staff:** T. Robbins, General Manager; S. Irg, Senior Manager, Water Infrastructure Operations; G. Harris, Senior Manager, Environmental Protection; M. Risvold, Committee and Administrative Clerk (recorder)

EP = Electronic Participation

The meeting was called to order at 1:00 pm.

**1. APPROVAL OF AGENDA**

**MOVED** by M. Lechowicz, **SECONDED** by L. Cutler,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

Item 5 was amended to include "The Chair's remarks focused on the need to listen carefully to seasoned individuals to avoid making bad decisions."

Item 10.1 was amended to include "Correspondence received from D. Pepino on file and available upon request."

**MOVED** by M. Lechowicz, **SECONDED** by L. Cutler,  
That the minutes of the February 22, 2022 meeting be adopted as amended.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair made the following remarks:

- He noted the arrival of summer
- He wishes to use the Capital Regional District's (CRD) cultural traits as reference material throughout meetings.

**4. PRESENTATIONS/DELEGATIONS**

There were none

**5. SENIOR MANAGER'S REPORT**

- **Bylaw No. 4452 – A Bylaw to Amend Appointments for the Wilderness Mountain Water Service Commission (Bylaw 3511)**

S. Irg provided an overview of Bylaw 4452. He advised that on May 11, 2022 the CRD approved bylaws to remove the requirement to hold Annual General Meetings (AGMs).

- **Verbal discussion to introduce draft Local Service Area Water Conservation Bylaw**

S. Irg introduced the draft Local Service Area Water Conservation Bylaw, advising it will likely be enacted by Spring 2023. He added that current water conservation measures are voluntary. The new bylaw will bring standardization throughout the local services and the ability to enforce conservation.

Staff responded to a question from the commission regarding water conservation being specific to particular systems. Staff advised that a more formal approach has been taken through the bylaw to implement water conservation measures across the three electoral areas, including Salt Spring Island. The bylaw will apply to all three electoral areas, however decisions would be made specific to each service with respect to the need to escalate to a higher level of conservation. Stage one would typically be in effect as of May 1 each year. The draft bylaw will be circulated for consideration and comments.

The commission requested reviewing water and weather data and volunteered to analyze the weather patterns to build a statistical model. Staff advised there are several factors considered when moving to a higher level of conservation which is set out in the bylaw. If there was a need to move to a higher level of conservation, a discussion would take place with the commission. Real weather data provided from the commission that would help support decisions may be considered. Discussion ensued.

## **6. COMMISSION BUSINESS**

### **6.1. Project and Operations Update**

Staff provided updates on capital projects and operations.

Discussion ensued regarding:

- Historical turbidity data
- Ultraviolet (UV) call outs
- A leak in 2021 on a two inch service line

Staff advised valves are typically replaced with stainless steel and continue to monitor for leaks.

### **6.2. 2021 Annual Report**

S. Irg introduced the 2021 Annual Report.

Staff responded to questions from the commission regarding E.coli. Staff advised any E.coli detection is reported right away, and testing would be completed the following day to confirm. Staff advised it is rare to have E.coli appear in raw water.

Discussion ensued regarding:

- Ability to have historical water quality reports available on the CRD website
- Level of manganese in November due to significant rainfall
- Reservoir sediments disturbed due to amount of rainfall

### **6.3. Wilderness Mountain Source Water Protection Plan 2022**

S. Irg introduced the Wilderness Mountain Source Water Protection Plan 2022.

**MOVED** by M. Lechowicz, **SECONDED** by L. Cutler,  
That staff be directed to provide further information.

**CARRIED**

M. Hicks left the meeting.

Discussion ensued regarding:

- Criteria for filtration exemption
- Risk of fecal contamination
- Sloping ground towards reservoir
- Comprehensive drinking water guidelines
- Delineating watershed

Staff responded to comments from the commission advising the study was intended to help influence Island Health's decision to consider a filtration exemption. Staff will await design information from Associated Engineering, which is anticipated to be received in the fall. Consultants have professional obligations which can be challenging, staff and the commission can discuss recommendations and concerns to prioritize recommendations. Once the report is received from the consultant, a decision can be made regarding how to proceed.

## **7. CORRESPONDENCE**

There was none.

## **8. NEW BUSINESS**

The commission requested further information regarding the analysis for piped water in the East Sooke area, including Wilderness Mountain. Staff advised McElhanney was hired to begin a study, and a contract has been drafted. Further information will be provided to the commission. Feedback has been received from property owners, prospective developers and Scia'new First Nation. Staff noted piped water could change land use and density in the area. A high-level master plan is being developed to look at long term servicing potential including regional growth strategy implications.

Discussion ensued regarding:

- Liability insurance specifically on lower dam
- Water license
- Ownership of pump house on lower dam
- Property for sale on Cains way that advertises recreational use of reservoir

**9. ADJOURNMENT**

**MOVED** by L. Cutler, **SECONDED** by M. Lechowicz,  
That the June 28, 2022 meeting be adjourned at 2:12 pm.

**CARRIED**

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**SECRETARY**



## REPORT TO WILDERNESS MOUNTAIN WATER SERVICE COMMISSION MEETING OF MONDAY, NOVEMBER 21, 2022

### **SUBJECT**     Capital Project Status Reports and Operational Updates – November 2022

### **ISSUE SUMMARY**

To provide the Wilderness Mountain Water Service Commission with capital project status reports and operational updates.

### **BACKGROUND**

The Wilderness Mountain Water System is located near the top of Mount Matheson in East Sooke on Vancouver Island in the Juan de Fuca Electoral Area and provides drinking water to approximately 74 customers. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water system with day-to-day operation and maintenance, design and construction of water system facilities provided by the CRD Infrastructure Engineering and Operations Divisions. The quality of drinking water provided to customers in the Wilderness Mountain Water System is overseen by the CRD Water Quality Section.

### **CAPITAL PROJECT UPDATE**

#### **22-02 | Water Treatment Plant Conceptual Design**

Project Description: Conceptually design the water treatment plant upgrades.

Project Rationale: Update previous conceptual water treatment plant upgrade designs to inform borrowing requests.

Project Update and Milestones:

<b>Milestone</b>	<b>Completion Date</b>
Final Submission	December 2022
Commission Review	November 1-14, 2022
Draft Submission	October 28, 2022
Project Kick-off Meeting	May 24, 2022
Through a competitive process, this project has been awarded to Associated Engineering	May 17, 2022
Community Works Fund (CWF) Vetting Application	Complete
CWF Application Submission	Complete
Request for Proposal (RFP) Scope of Works & Issue	Complete
CWF Application Approval	Complete
CRD Board Approval	Complete

### **OPERATIONAL UPDATE**

- June 20: Special call out to review high turbidity and complete additional filter change.

**Wilderness Mountain Water Service Commission – November 21, 2022**  
**Capital Project Status Reports and Operational Updates – November 2022**

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- June 26: Special call out to review high turbidity and complete additional filter change.
- August 14: Special call out to review high turbidity and complete additional filter change.
- September 24: Special call out to review high turbidity and complete additional filter change.
- October 31: Special call out to review high turbidity and complete additional filter change.
- November 4: Routine inspection and maintenance of fire hydrants.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Shayne Irg, P.Eng., Senior Manager, Water Infrastructure Operations
Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Concurrence:	Joseph Marr, P.Eng., Acting Senior Manager, Infrastructure Engineering
Concurrence:	Ian Jesney, P.Eng., Acting General Manager, Integrated Water Services





## REPORT TO WILDERNESS MOUNTAIN WATER SERVICE COMMISSION MEETING OF MONDAY, NOVEMBER 21, 2022

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**SUBJECT**      Wilderness Mountain Water Service 2023 Operating and Capital Budget

### **ISSUE SUMMARY**

To present the 2023 Operating and Capital Budget for Commission approval, pursuant to Bylaw No 3511, "Wilderness Mountain Water Service Commission Bylaw No. 1, 2008".

### **BACKGROUND**

The Capital Regional District (CRD) is required by legislation under the *Local Government Act* (LGA) to prepare an annual operating and capital budget and a 5-year financial plan including Operating Budgets and Capital Expenditure Plans annually. CRD staff have prepared the financial plan shown in Appendix A for the Wilderness Mountain Water Service.

The Operating Budget includes the regular annual costs to operate the service. The Capital Expenditure Plan shows the anticipated expenditures for capital additions. These may include purchases of new assets or infrastructure as well as upgrades or improvements to existing assets.

In preparing the Operating Budget, CRD staff considered:

- Actual expenditures incurred between 2020 and 2022
- Anticipated changes in level of service (if any)
- Maximum allowable tax requisition
- Annual cost per taxpayer and per Single Family Equivalent (SFE)

Factors taken into consideration in the preparation of the Capital Expenditure Plan included:

- Available funds on hand
- Projects already in progress
- Condition of existing assets and infrastructure
- Regulatory, environmental, and health and safety factors

Adjustments for surpluses or deficits from 2022 may be made in January 2023. The CRD Board will give final approval to the budget and financial plan in March 2023.

The Financial Plan for years 2024 to 2027 may be changed in future years.

### **BUDGET OVERVIEW**

#### ***Operating Budget***

It is projected that both operating expenses and revenues are on target in 2022 with minor variances comparing to budgets - \$360 (0.3%) over budget for expenses and \$250 (0.3%) over budget for revenue.

The minor variances from expenses and revenue results in an overall estimated operating deficit of \$110. To balance the 2022 operating budget, it is proposed that the 2022 transfer to the Operating Reserve Fund be reduced by the deficit amount. Otherwise, the resulting deficiency in 2022 must immediately be included as an expenditure (deficit carry forward) to be recovered from revenue in the 2023 financial plan as required by the *Local Government Act* Section 374(11).

**Wilderness Mountain Water Service Commission – November 21, 2022**  
**Wilderness Mountain Water Service 2023 Operating and Capital Budget**

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The 2023 core operating costs have been increased by \$4,524 (3.7%) over the 2022 core budget (excluding cyclical maintenance program funded by Operating Reserve Fund). This increase is primarily to account for core inflation and increased supply costs. The 2023 operating budget also includes a \$5,000 one-time expenditure to conduct Pressure Release Valve (PRV) and Walkway Maintenance funded by the Operating Reserve Fund.

***Municipal Finance Authority (MFA) Debt***

Loan Authorization Bylaw 3504 (LA3504) to borrow \$281,000, was approved and adopted in 2008 to upgrade/construct water supply and distribution facilities in Wilderness Mountain Service Area. Table 1 below summarizes the detailed information for existing MFA debt issue related to LA3504.

***Table 1 – Existing Debt Summary***

MFA Issues	Term	Borrowing Year	Retirement Year	Refinance Year	Original Interest Rate	Current Interest Rate	Principal	Principal Payment	Interest Payment	Total Annual Debt Cost
LA3504-118	15	2012	2027	2022	3.40%	3.39%	\$281,000	\$16,138	\$9,526	\$25,664

***Operating Reserve Fund***

The Operating Reserve Fund is used to undertake cyclical maintenance activities that typically do not occur on an annual basis. Typical maintenance activities include reservoir cleaning, valve exercising, and distribution system flushing. The operating reserve also funds the procurement of equipment and supplies that are not purchased on an annual basis. Additionally, the operating reserve could be used for unplanned emergency repairs.

It is proposed that transfers to the operating reserve be set at \$5,925 in 2023 to ensure future maintenance activities are fully funded and an optimal balance in the reserve fund be maintained. There is \$33,000 of planned maintenance to be funded by the Operating Reserve Fund over the next five years.

The Operating Reserve Fund balance at the end of 2022 is projected to be \$7,633.

***Capital Reserve Fund (CRF)***

The Capital Reserve Fund is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget, or debt.

It is proposed that the 2023 Capital Reserve Fund transfer be set at \$4,000. The reserve fund transfer planning is influenced by the funding required to support the five-year capital expenditure plan, the emergency response to infrastructure failures and is further guided by *Capital Reserve Funding Guidelines* endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The balance of the CRF at the end of 2022 is projected to be approximately \$42,841.

***Capital Expenditure Plan***

The 5-year capital plan includes \$520,000 of expenditures to be funded by a combination of the service's CRF (\$15,000) to complete the Alternative Approval Process in 2023; debt funding (\$500,000) to complete Water Treatment Plant Upgrades in 2024; and \$5,000 estimated capital on hand for Water Treatment Conceptual Design project that started in 2022.

**Wilderness Mountain Water Service Commission – November 21, 2022**  
**Wilderness Mountain Water Service 2023 Operating and Capital Budget**

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Table 2 below provides the future debt servicing cost simulation for analytical purposes only with the indicative interest rate provided by MFA at the time of simulation.

**Table 2 – Future New Debt Simulation**

Future Borrowing Estimation	Term	Borrowing Year	Retirement Year	Estimated Interest Rate	Principal	Principal Payment	Interest Payment	Total Annual Debt Cost
	25	2024	2049	4.90%	\$500,000	\$14,638	\$24,500	\$39,138

At the commencement of each loan, 1% of the gross amount borrowed is withheld and retained by MFA as Debt Reserve Fund (DRF). To provide the full amount to fund the capital project, this 1% DRF amount is budgeted in the operating budget in the year of borrowing. However, there is no principal payment required in the year of borrowing. The estimated debt servicing cost of \$39,138 equates to approximately \$483.19 cost per parcel.

**Capital Projects Fund**

As specific capital projects are approved, the funding revenues for them are transferred into this Capital Projects Fund from multiple funding sources if applicable, including CRF, grant funding, external contributions, and debt. Any funds remaining upon completion of a project will be transferred back to its original funding source(s).

**User Charge and Parcel Tax**

The service is funded by parcel tax, fixed user charges, and fixed water consumption charge. Properties connected to the water system pay the annual user charge and water consumption charge, and all properties within the local service area are responsible for the parcel tax. The 2023 water rate for consumption charge remains unchanged from 2022 being \$240 per SFE.

Table 3 below summarizes the 2023 over 2022 changes for parcel tax, user charge and fixed water consumption charge.

**Table 3 – Parcel Tax and User Charge Summary**

Budget Year	Parcel Tax	Taxable Folios	Parcel Tax per Folio*	User Charge	SFE Numbers	User Charge per SFE	Water Consumption Charge per SFE	Total Charges
2022	\$61,900	82	\$794.51	\$73,467	74	\$992.80	\$240	<b>\$2,027.31</b>
2023	\$66,701	81	\$866.70	\$79,190	74	\$1,070.14	\$240	<b>\$2,176.84</b>
Change (\$)	\$4,801	-1	\$72.19	\$5,723	0	\$77.34	\$0	<b>\$149.53</b>
Change (%)	7.76%	-1.22%	9.09%	7.79%	0.00%	7.79%	0%	<b>7.38%</b>

\* Includes the 5.25% admin fee charged by the Ministry of Finance (not CRD revenue)

**Wilderness Mountain Water Service Commission – November 21, 2022**  
**Wilderness Mountain Water Service 2023 Operating and Capital Budget**

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**RECOMMENDATIONS**

That the Wilderness Mountain Water Services Commission:

1. Approve the 2023 operating and capital budget as presented and that the 2022 actual operating surplus or deficit be balanced on the 2022 Reserve Funds transfer (CRF and/or ORF).
2. Recommends that the Electoral Areas Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Wilderness Mountain Water Service as presented.

Submitted by	Shayne Irg, PEng., Senior Manager, Water Infrastructure Operations
Submitted by	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence	Ian Jesney, PEng., Acting General Manager, Integrated Water Services
Concurrence	Ted Robbins, BSc., CTech., Chief Administrative Officer

**ATTACHMENT**

Appendix A: 2023 Wilderness Mountain Water Service Budget

**Mikayla Risvold**

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**From:** Shayne Irg  
**Sent:** Wednesday, July 13, 2022 8:38 AM  
**To:** Mikayla Risvold  
**Cc:** Tanya Duthie  
**Subject:** FW: WMWSC - June 28 Meeting Follow-up

**Follow Up Flag:** Follow up  
**Due By:** Tuesday, November 01, 2022 9:00 AM  
**Flag Status:** Flagged

Mikayla,

Please add the below email to the file, it will be correspondence for the next meeting.

Thanks,

Shayne

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**From:** Shayne Irg  
**Sent:** Wednesday, July 13, 2022 8:37 AM  
**To:** Doug Pepino <doug.pepino@gmail.com>  
**Cc:** Martin J Lechowicz, Prof <martin.lechowicz@mcgill.ca>; Larry Cutler <larry.r.cutler@gmail.com>; Mike Hicks (directorjdf@crd.bc.ca) <directorjdf@crd.bc.ca>  
**Subject:** WMWSC - June 28 Meeting Follow-up

Doug,

Further to our June 28<sup>th</sup> meeting, following is the responses to your questions discussed at the meeting:

1. Property for sale:

I discussed this with our legal and real estate teams, the CRD does not actively look at listing. Rather our rights are protected through covenants, easements, right-of-way's etc. that run with the land not the specific owner. However for this specific instance I have asked our real estate team to reach out to the realtor on this listing to ensure they are aware of the covenants.

2. Liability Insurance:

The CRD carries Commercial General Liability Insurance for 3<sup>rd</sup> party property damage or injury resulting from all CRD assets. There is no insurance policy specifically for this Water Service, rather there is a CRD wide policy covering all the services. If there was an insurance claim at this service the insurance premium would not increase specifically for this service. Premium allocations for the services are directly proportional to total budget of each service and are not affected by claims made against the individual service.

3. East Sooke Water Servicing Study:

The CRD is currently reviewing the final draft, once the study is finalized it will be provided to the Electoral Area Director.

4. Pump House – William Brook:

**CORRESPONDENCE**

The pump house at William Brook Reservoir was sold to the land owner in 2002 by the Wilderness Mountain Water Corporation.

5. Water Conservation Bylaw:

The CRD is currently preparing a draft bylaw, once this is complete it will be circulated to the commission.

Thank you,

**Shayne Irg, P.Eng.** | Senior Manager  
Water Infrastructure Operations | Capital Regional District  
479 Island Highway, Victoria, BC V9B 1H7  
T: 250.474.9661 | C: 250.508.1365 E : [sirg@crd.bc.ca](mailto:sirg@crd.bc.ca)  
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# **CAPITAL REGIONAL DISTRICT**

## **2023 Budget**

### **Wilderness Mountain Water**

#### **Commission Review**

NOVEMBER 2022

**Service:** 2.691 Wilderness Mountain Water Service

**Committee:** Electoral Area

**DEFINITION:**

To finance, operate and maintain the supply, conveyance, treatment, storage and distribution of water to the Wilderness Mountain Local Service area that is within the JDF Electoral Area. The service was established by Bylaw No. 3503, adopted on May 14, 2008.

**PARTICIPATION:**

Wilderness Mountain Local Service Area

**MAXIMUM LEVY:**

Greater of \$130,000 or \$3.27/ \$1,000 of actual assessed value of land and improvements. To a maximum of \$295,317.

**MAXIMUM CAPITAL DEBT:**

Maximum Authorized:	\$281,000 (MFA Bylaw No.3504, Wilderness Mountain Water Service adopted on May 14, 2008)
Borrowed:	\$281,000 (MFA Bylaw No.3504, Wilderness Mountain Water Service)

**COMMISSION:**

Wilderness Mountain Water Service Commission established by Bylaw No. 3511 (July 9, 2008).

**FUNDING:**

**Consumption Charge:**

Water Consumption charge will be collected from each Single Family Equivalent connected to the water system

**User Charge:**

Collected as a fixed user fee charged quarterly to each Single Family Equivalent connected to the system

**Parcel Tax:**

Charged to each taxable parcel in the service area whether connected or not.

**RESERVE FUND # 1075:**

Approved by Bylaw No. 3535 adopted on November 12, 2008.



## 2.691 - Wilderness Mountain Water

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services	900	1,023	930	-	5,000	5,930	950	970	990	1,010
Allocations	9,700	9,558	10,434	-	-	10,434	10,642	10,855	11,072	11,294
Electricity	6,700	6,039	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Supplies	23,860	22,360	25,050	-	-	25,050	25,550	26,070	26,600	27,130
Labour Charges	80,000	80,000	72,150	-	-	72,150	77,590	85,070	80,570	88,100
Insurance	1,460	1,460	1,440	-	-	1,440	1,510	1,580	1,650	1,730
Water Testing	9,000	9,000	9,180	-	-	9,180	9,364	9,551	9,742	9,937
Other Operating Expenses	1,970	4,510	2,030	-	-	2,030	2,060	2,100	2,140	2,180
<b>TOTAL OPERATING COSTS</b>	<b>133,590</b>	<b>133,950</b>	<b>128,114</b>	<b>-</b>	<b>5,000</b>	<b>133,114</b>	<b>134,706</b>	<b>143,376</b>	<b>140,084</b>	<b>148,851</b>
*Percentage Increase over prior year			-4.10%		3.7%	-0.4%	1.2%	6.4%	-2.3%	6.3%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve Fund	-	-	4,000	-	-	4,000	4,000	4,000	25,000	40,000
Transfer to Operating Reserve Fund	6,000	5,890	5,925	-	-	5,925	7,925	3,925	12,925	17,910
MFA Debt Reserve Fund	70	70	60	-	-	60	5,060	60	60	60
MFA Debt Principal	14,033	14,033	16,138	-	-	16,138	16,138	30,776	30,776	30,776
MFA Debt Interest	9,554	9,554	9,526	-	-	9,526	15,651	34,026	34,026	29,263
<b>TOTAL DEBT / RESERVES</b>	<b>29,657</b>	<b>29,547</b>	<b>35,649</b>	<b>-</b>	<b>-</b>	<b>35,649</b>	<b>48,774</b>	<b>72,787</b>	<b>102,787</b>	<b>118,009</b>
<b>TOTAL COSTS</b>	<b>163,247</b>	<b>163,497</b>	<b>163,763</b>	<b>-</b>	<b>5,000</b>	<b>168,763</b>	<b>183,480</b>	<b>216,163</b>	<b>242,871</b>	<b>266,860</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(10,000)	(10,000)	-	-	(5,000)	(5,000)	(4,000)	(10,000)	(4,000)	(10,000)
User Charges	(73,467)	(73,467)	(79,190)	-	-	(79,190)	(90,734)	(105,735)	(124,114)	(134,250)
Sale - Water	(17,760)	(17,760)	(17,760)	-	-	(17,760)	(17,760)	(17,760)	(17,760)	(17,760)
Other Revenue	(120)	(370)	(112)	-	-	(112)	(112)	(112)	(112)	(111)
<b>TOTAL REVENUE</b>	<b>(101,347)</b>	<b>(101,597)</b>	<b>(97,062)</b>	<b>-</b>	<b>(5,000)</b>	<b>(102,062)</b>	<b>(112,606)</b>	<b>(133,607)</b>	<b>(145,986)</b>	<b>(162,121)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(61,900)</b>	<b>(61,900)</b>	<b>(66,701)</b>	<b>-</b>	<b>-</b>	<b>(66,701)</b>	<b>(70,874)</b>	<b>(82,556)</b>	<b>(96,885)</b>	<b>(104,739)</b>
*Percentage increase over prior year										
User Charge			7.8%			7.8%	14.6%	16.5%	17.4%	8.2%
Water Sale			0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
Requisition			7.8%			7.8%	6.3%	16.5%	17.4%	8.1%
<b>Combined</b>			<b>6.9%</b>			<b>6.9%</b>	<b>9.6%</b>	<b>14.9%</b>	<b>15.9%</b>	<b>7.5%</b>

Wilderness Mountain Reserves  
Summary Schedule  
2023 - 2027 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Operating Reserve Fund	7,633	8,558	12,483	6,408	15,333	23,243
Capital Reserve Fund	42,841	31,841	35,841	39,841	64,841	104,841
Total	50,475	40,400	48,325	46,250	80,175	128,085

<b>Reserve Schedule</b>
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<b>Reserve Fund: 2.691 Wilderness Mountain - Operating Reserve Fund - Bylaw 4242</b>
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The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.
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<b>Reserve Cash Flow</b>
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Fund: Fund Centre:	1500 105540	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		11,613	7,633	8,558	12,483	6,408	15,333
Transfer from Ops Budget		5,890	5,925	7,925	3,925	12,925	17,910
Transfer to Ops Budget		(10,000)	(5,000)	(4,000)	(10,000)	(4,000)	(10,000)
Planned Maintenance Activity		Reservoir Cleaning and Inspection	PRV Maintenance And pump station walk way repair	Distribution System Flushing, Valve Exercising	Reservoir Cleaning and Inspection	Distribution System Flushing, Valve Exercising	Reservoir Cleaning and Inspection
Interest Income*		130					
Ending Balance \$		7,633	8,558	12,483	6,408	15,333	23,243

<b><u>Assumptions/Background:</u></b>
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* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.
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<b>Reserve Schedule</b>
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<b>Reserve Fund: 2.691 Wilderness Mountain Water - Capital Reserve Fund - Bylaw 3535</b>
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The capital Reserve Fund established to provide for capital expenditures for or in respect of capital projects, land purchases, machinery or equipment necessary for them and extension or renewal of existing capital works or related debt servicing payments.

Surplus monies from the operation of the Wilderness Mountain Water Service may be paid from time to time into the Reserve Fund.

<b>Reserve Cash Flow</b>
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Fund: Fund Centre:	1075 101994	Estimated	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		47,351	42,841	31,841	35,841	39,841	64,841
Transfer from Ops Budget		-	4,000	4,000	4,000	25,000	40,000
Transfer from Cap Fund		-					
Transfer to Cap Fund		(5,000)	(15,000)	-	-	-	-
Interest Income*		490					
Ending Balance \$		42,841	31,841	35,841	39,841	64,841	104,841

**Assumptions/Background:**

\* Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT  
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

Service No.	2.691 Wilderness Mountain Water Service	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$20,000	\$20,000	\$500,000	\$0	\$0	\$0	\$0	\$520,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$520,000</b>

SOURCE OF FUNDS

Capital Funds on Hand	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Debenture Debt (New Debt Only)	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$520,000</b>

## APPENDIX A

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<p><b>Project Number</b></p> <p>Project number format is "yy-##"</p> <p>"yy" is the last two digits of the year the project is planned to start.</p> <p>"##" is a numerical value. For example, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p><b>Capital Project Description</b></p> <p>Briefly describe project scope and service benefits.</p> <p>For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b></p> <p>Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p><b>Project Drivers</b></p> <p><b>Maintain Level of Service</b> = Project maintains existing or improved level of service.</p> <p><b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority.</p> <p><b>Emergency</b> = Project is required for health or safety reasons.</p> <p><b>Cost Benefit</b> = Economic benefit to the organization.</p>
<p><b>Capital Expenditure Type</b></p> <p><b>Study</b> - Expenditure for feasibility and business case report.</p> <p><b>New</b> - Expenditure for new asset only</p> <p><b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service</p> <p><b>Replacement</b> - Expenditure replaces an existing asset</p>	<p><b>Total Project Budget</b></p> <p>Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p><b>Funding Source Codes</b></p> <p>Debt = Debenture Debt (new debt only)</p> <p>ERF = Equipment Replacement Fund</p> <p>Grant = Grants (Federal, Provincial)</p> <p>Cap = Capital Funds on Hand</p> <p>Other = Donations / Third Party Funding</p> <p>Res = Reserve Fund</p> <p>STLoan = Short Term Loans</p> <p>WU = Water Utility</p> <p>If there is more than one funding source, use additional rows for the project.</p>	<p><b>Long-term Planning</b></p> <p><b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs.</p> <p><b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.</p> <p><b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type.</p> <p><b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p>
<p><b>Capital Project Title</b></p> <p>Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p><b>Asset Class</b></p> <p><b>L</b> - Land</p> <p><b>S</b> - Engineering Structure</p> <p><b>B</b> - Buildings</p> <p><b>V</b> - Vehicles</p>		<p><b>Cost Estimate Class</b></p> <p>Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.</p> <p>Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.</p> <p>Class C (±25-40%) = Estimate based on limited site information; used for program planning.</p> <p>Class D (±50%) = Estimate based on little/no site information; used for long-term planning.</p>

Service #:	2.691
Service Name:	Wilderness Mountain Water Service

[illegible]

Service:	2.691	Wilderness Mountain Water Service
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Project Number	22-01	Capital Project Title	Alternative Approval Process	Capital Project Description	Undertake an Alternative Approval Process to borrow funds for water treatment plant upgrades.
Project Rationale	A conceptual water treatment plant upgrade design was carried out in 2022 to inform the borrowing bylaw. An alternative approval process is required for voter assent to borrow funds to carry out the improvements.				

Project Number	23-01	Capital Project Title	Water Treatment Plant Upgrades	Capital Project Description	Water Treatment Plant Upgrades
Project Rationale	Carry out detailed design and construction of the water treatment plant upgrades for the water treatment plant.				

## 2.691 - Wilderness Mountain Water

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### Capital Projects

Updated @ Oct 20, 2022

Year	Project#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
					Expenditure Actuals	Remaining Spending	
2020	CE.616	Open	WilderM-Source Wtr Vulnerability Study	45,000	40,460	4,540	45,000
2021	CE.731.4601	Open	Source Water Protection Plan	34,000	27,357	6,643	34,000
2022	CE.731.4602	Open	Water Treatment Plant Conceptual Design	50,000	15,934	34,066	50,000
			<b>Totals</b>	<b>129,000</b>	<b>83,752</b>	<b>45,249</b>	<b>129,000</b>



Service: **2.691 Wilderness Mountain Water**

Committee: Electoral Area

<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax</u>	<u>SFE's</u>	<u>User Charge</u>	<u>Water Rate</u>	<u>Tax &amp; Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2012	82	\$704.39	69	\$550.71	\$212.87	<b>\$1,467.97</b>	3823	47,205.84
2013	82	\$782.41	69	\$570.59	\$216.00	<b>\$1,569.00</b>	3892	43,642.64
2014	82	\$811.73	70	\$566.50	\$216.00	<b>\$1,594.23</b>	3924	46,751.04
2015	82	\$853.94	70	\$613.43	\$216.00	<b>\$1,683.37</b>	3987	42,680.24
2016	82	\$584.39	70	\$613.43	\$216.00	<b>\$1,413.82</b>	4074	43,178.41
2017	82	\$715.44	71	\$748.59	\$240.00	<b>\$1,704.03</b>	4170	49,803.30
2018	82	\$774.36	71	\$849.72	\$240.00	<b>\$1,864.08</b>	4233	55,346.64
2019	82	\$796.95	73	\$892.11	\$240.00	<b>\$1,929.06</b>	4274	61,377.64
2020	82	\$819.66	73	\$899.42	\$240.00	<b>\$1,959.08</b>	4337	64,880.94
2021	82	\$763.96	73	\$951.26	\$240.00	<b>\$1,955.22</b>	4389	69,421.04
2022	82	\$794.51	74	\$992.80	\$240.00	<b>\$2,027.31</b>	4471	90,310.94
2023	81	\$866.70	74	\$1,070.14	\$240.00	<b>\$2,176.84</b>		

*Change from 2022 to 2023*

**\$72.19**  
**9.09%**

**\$77.34**  
**7.79%**

**\$0.00**  
**0.00%**

**\$149.53**  
**7.38%**

